

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
STD. 72 (REV. 7-92)

1/21/94

[Signature]

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (if applicable)	(9) SCHEDULE NUMBER VN & PT Rev. 4	(10) SCHEDULE DATE 12-7-94	(7) NUMBER OF PAGES 7	(8) CUBIC FEET (Total Schedule) 1998.5
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) SCHEDULE NUMBER(S) VN + PT - 1 Rev. 3	(10) APPROVAL NUMBER(S) 87-357	(11) APPROVAL DATE(S) 11-23-87	(12) PAGE NUMBER(S) REVISED 8

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS
[Signature] (14) TITLE
ASST. EXECUTIVE OFFICER (15) DATE SIGNED
12-12-94

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

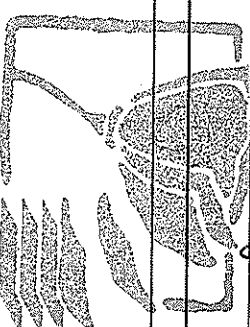
I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST
[Signature] (17) TITLE
RMC
(18) NAME (Printed or Typed)
LENN HAVENGE (19) TELEPHONE
324-4351 (20) DATE SIGNED
12/14/94
ART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)
(21) SIGNATURE--OIS CONSULTANT
[Signature] (22) APPROVAL NUMBER
94-327 (23) DATE SIGNED
1-3-95
Information Management Consultant
ART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

HE ATTACHED RECORDS RETENTION SCHEDULE:

☐ Contains no material subject to further review by the California State Archives

☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA
STATE ARCHIVES

(24) SIGNATURE--CHIEF OF ARCHIVES
[Signature] (25) DATE SIGNED
JAN. 30 1995

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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1)
Consumer Affairs

ORGANIZATIONAL UNIT
Board of Vocational Nurse & Psychiatric Technician Examiners

ADDRESS (Number Street City)
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833

SCHEDULE NUMBER (2)
VN & PT

DATE (3)
December 7, 1994

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DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)
94-327

ITEM NUMBER <i>(Triple space between items)</i> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <i>(Triple space between items)</i> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<u>APPLICATIONS FOR LICENSURE</u>											
1	185		Applications - Accepted	P		2 yrs			2yrs	X1	Exempt per Public Records Act, Government Code 6254(c). Access by data subject: Information Practice Act, Article 8.
2	25		Applications - Rejected	P		2 yrs			2yrs	X1	Failed to meet minimum requirements Title 16 - Section 2512(a)(1): Application shall be deemed...abandoned...[if the] applicant fails to complete the application within the two years after it is originally submitted or within two years after last notification of deficiency.
3	275		Applications - Examination	P		2 yrs			2 yrs		Business and Professions Code, Section 2512(a)(2): An application shall be deemed...abandoned...[if the] applicant fails to submit the initial license fee within two years after notification by the Board. Disposal criteria: Confidential witnessed destruction. Until revised, suspended, obsolete, or no longer usable. Information required for licensure verification. Note: Provided to other state nursing Boards upon receipt of out-of-state endorsement forms.
4	3		Personal Data Cards (Applicants Accepted)	P		2 yrs			2 yrs		SAME AS ABOVE.

*Provide total of office and departmental

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5	10		<u>EXAMINATION FILES</u> a) Exam materials (record copy)	P		current			current	X1	Business and Professions Code, Section 2512(a)(2): An application shall be deemed...abandoned...[if the] applicant fails to submit the initial license fee within two years after notification by the Board. Disposal criteria: Confidential witnessed destruction. Until revised, suspended, obsolete, or no longer usable. Information required for licensure verification. Note: Provided to other state nursing Boards upon receipt of out-of-state endorsement forms.
6	15		b) Post-exam data generated by test contractor. Lists of exam candidates, results and subscores. Referenced essentially by out-of-state nursing boards for endorsement verification.	P		Current + 25 yrs			current + 25 yrs	X1	SAME AS ABOVE.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
7	840		<u>LICENSE FILES</u> Current License Folders	P		current			current	X1	Exempt per Public Records Act, Government Code 6254(c). Access by data subject: Information Practice Act, Article 8. (revoked, canceled, retired and deceased) Currently renewed in active or inactive status. (Anyone holding an inactive license may not engage in an activity for which an active vocational nurse license is required.)
8	300		Expired license folders will be placed on microfilm.	D		99 yrs			99 yrs	X1	Eligible for renewal for 4 years. Reapplication is required if license is not renewed within 4 years of its expiration.
9	40		Renewal Applications	P		4 yrs			4 yrs	X1	Renewal applications remain in cashiering number order. Licenses expire biennially. New cashiering number assigned replaces previous number. This is an update to the licensing process. (IPA & PRA) Disposal criteria: Confidential witnesses destruction. Note: Retain four years or until audited, which ever comes first.

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ORGANIZATIONAL UNIT Board of Vocational Nurse & Psychiatric Technician Examiners		
ADDRESS (Number)	Street	City
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833		

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10	3		<u>BUDGETARY INFORMATION</u> a) Budget and expenditures b) Statement of Revenue c) Budgets and working papers d) Audit reports	P		5 yrs			5 yrs		a),b),c): Retained as historical data for budget preparation, reference. d): Prepared by departmental auditors following an audit.
11	5		<u>CONTRACT FILE</u> This file contains copies of agreements between the Board and: a) Subcommittee for examination evaluation b) CTB/McGraw-Hill, testing contractor c) Examination sites d) Board meeting site rental.	P		active +2 yrs			active +2 yrs		When contract expires.
12	20		<u>FISCAL MATERIALS</u> This file contains materials relating to the Board's cashiering functions: a) Report of Collections (report of monies collected) b) Refund requests (date requested, name and copy of warrant issued) c) Returned payment notices (return of fee, name, reason, and type of remittance) d) Audit copies and voided copies of licenses.	P		2 yrs	2 yrs		4 yrs		Destroyed after Departmental audit. If no audit is conducted, destroy after 4 years. (Program Manager's decision)

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13	15	TRANSFER TO ARCHIVES	ADMINISTRATIVE FILES a) Board Meeting Minutes (SAM-1699); Original paper documents used for Board meetings. Includes agenda and back-up materials.	P		10yrs			10yr		Until superseded, revised, or obsolete.
14	5	TRANSFER TO ARCHIVES	b) Board policy manual; Formal policies adopted by the Board.			current + 10yr			current + 10yr		
15	10	TRANSFER TO ARCHIVES	c) Legislative files; Bill analyses; position papers; related correspondence.			7yrs			7yrs		
16	1	TRANSFER TO ARCHIVES	d) Legal opinions; Attorney General opinions; Departmental legal staff opinions effecting the Board.			15yrs			15yrs		
17	.5	TRANSFER TO ARCHIVES	e) Annual Report to Governor; Yearly status of the Board for Governor's Office.			10yrs			10yrs		

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18	10	TRANSFER TO ARCHIVES	GENERAL CORRESPONDENCE a) Subject files; Copies of correspondence regarding specific subject areas under the Board's jurisdiction.	P		5 yrs			5 yrs		Until term expires
19	1	TRANSFER TO ARCHIVES	b) Daily files (chron)			2 yrs			2 yrs		
20	3	TRANSFER TO ARCHIVES	c) Board Member correspondence			active + 5yrs			active + 5yrs		
21	150	TRANSFER TO ARCHIVES	CASE FILES SUBSTANTIATED: This file contains all documentation of the investigation of a complaint against a licensee. File includes but is not limited to: a) Original complaint b) Requests for investigation c) Status reports d) Findings and recommendations e) Copies of legal documents and correspondence. UNSUBSTANTIATED: This file contains all documentation of the investigation of a complaint against a licensee. File includes but is not limited to: a) Original complaint b) Requests for investigation c) Findings and recommendations d) Copies of legal documents and correspondence.	P		active + 1 yr		4 yrs	Active + 5 yrs	X1	Active = Until completion of investigation and disposition of judgement. Exempt from Public Records Act per Government Code Section 6254(K). Not available to the data subject per section 1798.3(a)(4) of the Information Practices Act. Disposal criteria: Confidential witnessed destruction.

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22		TRANSFER TO ARCHIVES	MISCELLANEOUS FILES a) Intravenous Therapy/Blood Withdrawal Certification for Licensed Vocational Nurses - file contains applications for course providers and correspondence relative to established courses.	P		6 yrs			6 yrs		Intravenous Therapy/Blood Withdrawal courses are approved for 2-year periods. Destroy after 6 years.
23	2	TRANSFER TO ARCHIVES	b) Continuing Education for Licensed Vocational Nurses - file contains course approval forms, instructor approval letters, and correspondence relative to established courses.	P		6 yrs			6 yrs		CE courses are approved for 2-year periods. Destroy after 6 years.
24	80	TRANSFER TO ARCHIVES	ACCREDITED/APPROVED SCHOOL FILES This file contains materials relating to accredited and/or approved schools of nursing: a) Annual school reports b) Special program reports c) Faculty and clinical facilities d) Application for accreditation e) Requests for curriculum changes f) General correspondence	P		active			active		Until accreditation terminates.

*Provide total of office and departmental